

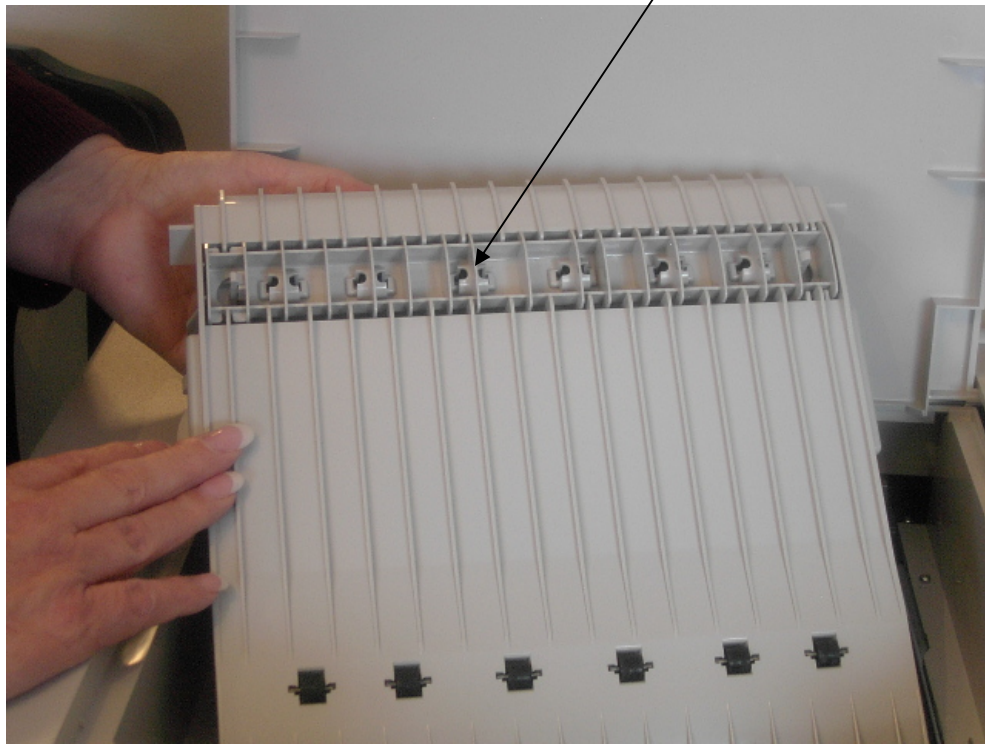
Reversing the Ballot Feed Tray (Roller Guide) to Accommodate Different Ballot Lengths

Expose the Top Cleanout by opening the access door to the screen and rotating the screen up. Remove the tray by pushing the tabs in and lifting up.

Use the following table to determine if the roller nip should be active (black roller wheels exposed or inactive (black roller wheels hidden).

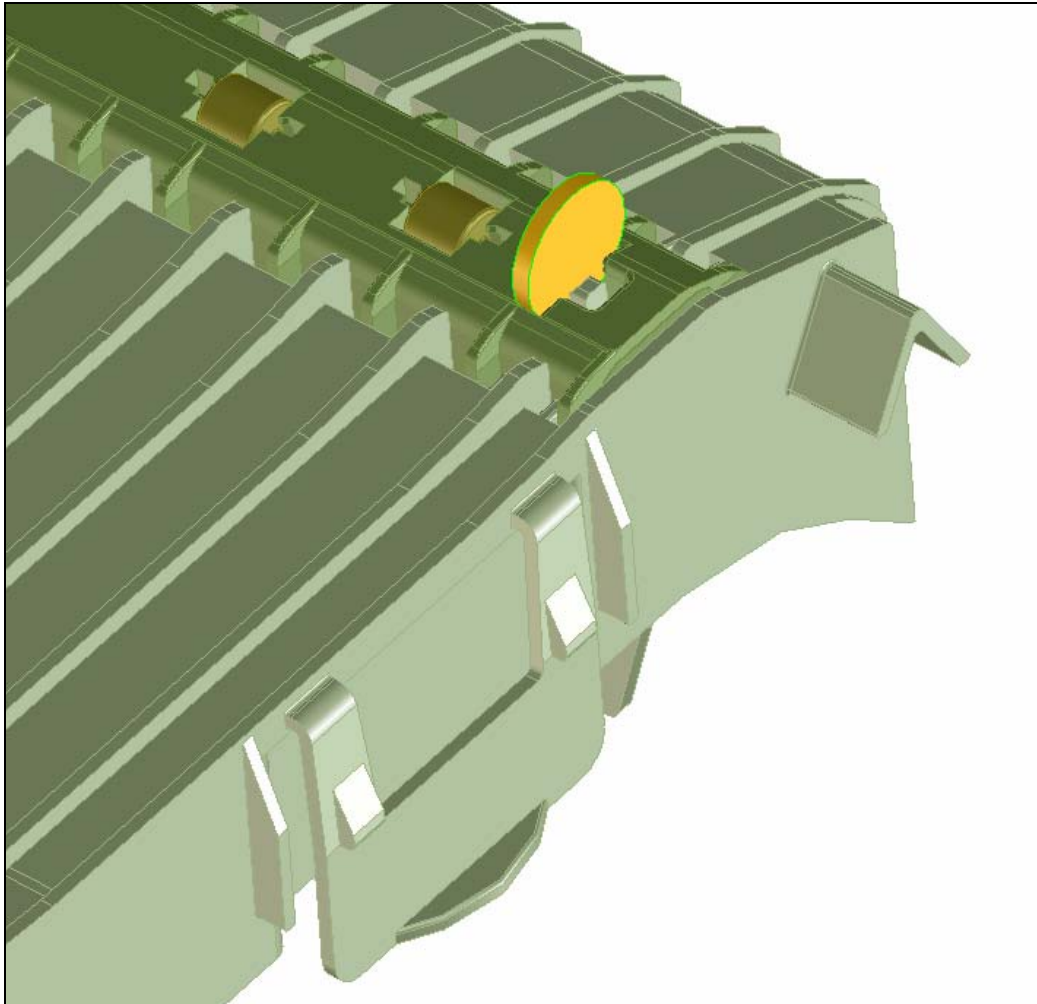
Ballot Size	Position of Reversible Roller
Under 15 inches	Reversible roller nip active (roller wheels down)
15 inches or more	Reversible roller nip inactive (roller wheels up)

The Roller Guide is located on the underside of the Top Cleanout.

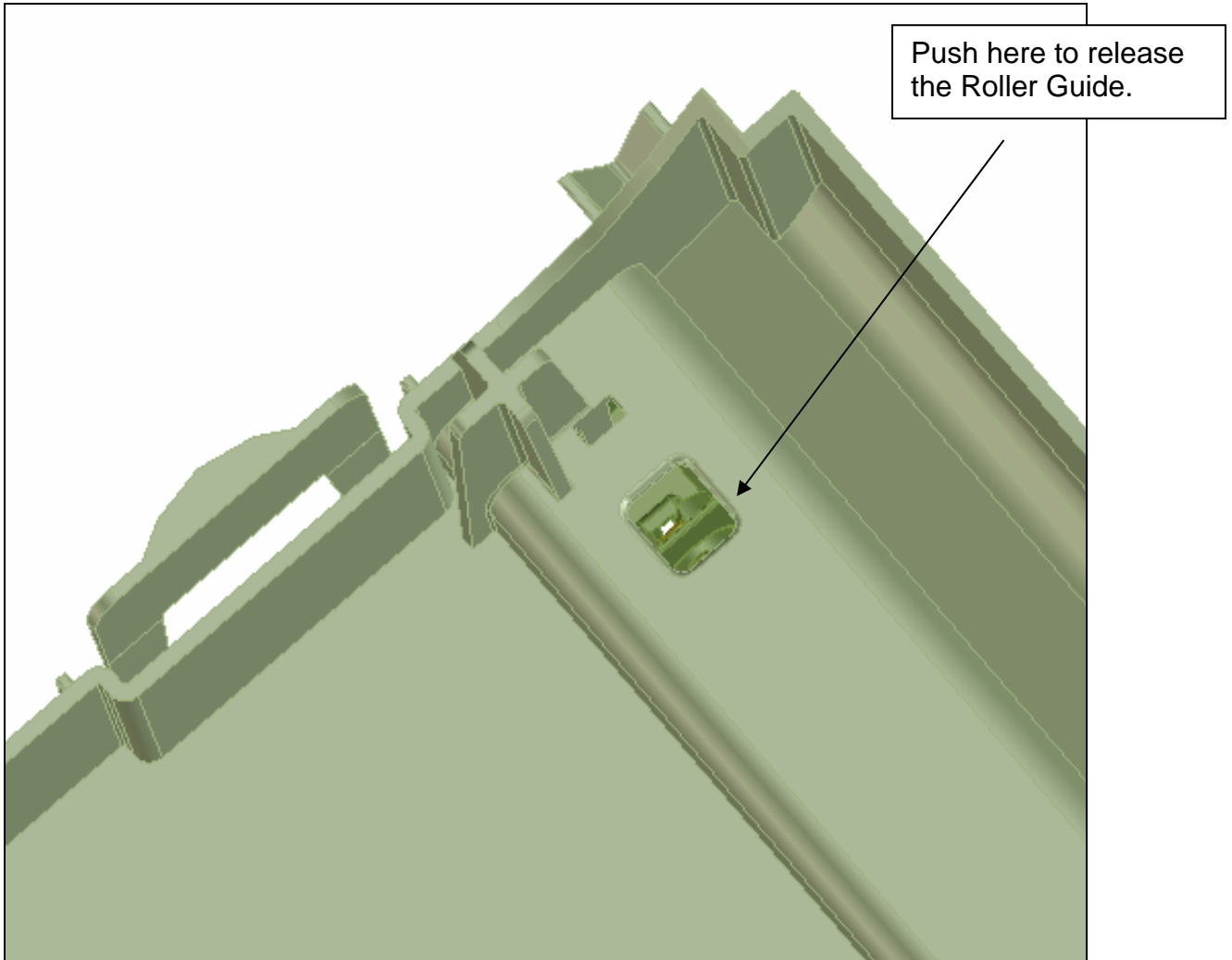


(Note: The Roller Guide is shown in the nip inactive position. This position is needed to accommodate ballots that are shorter than 15".)

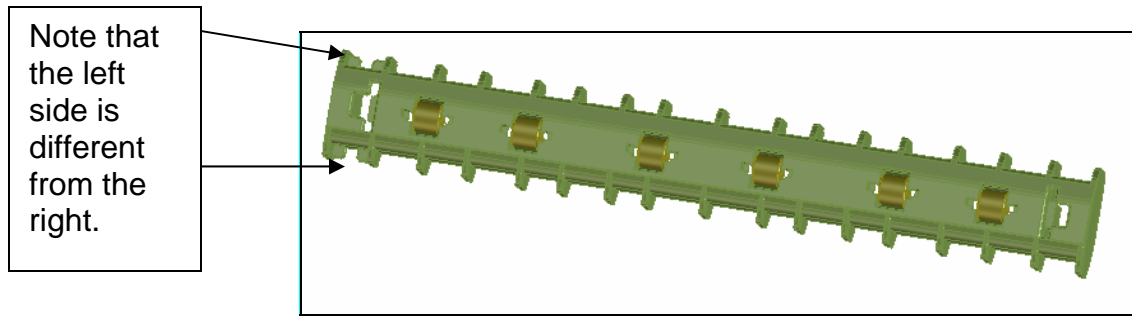
To reverse the Roller Guide insert a coin into one of the slots as shown in the picture below. The coin is used to push the retaining pin off of the post, allowing the tray to release.



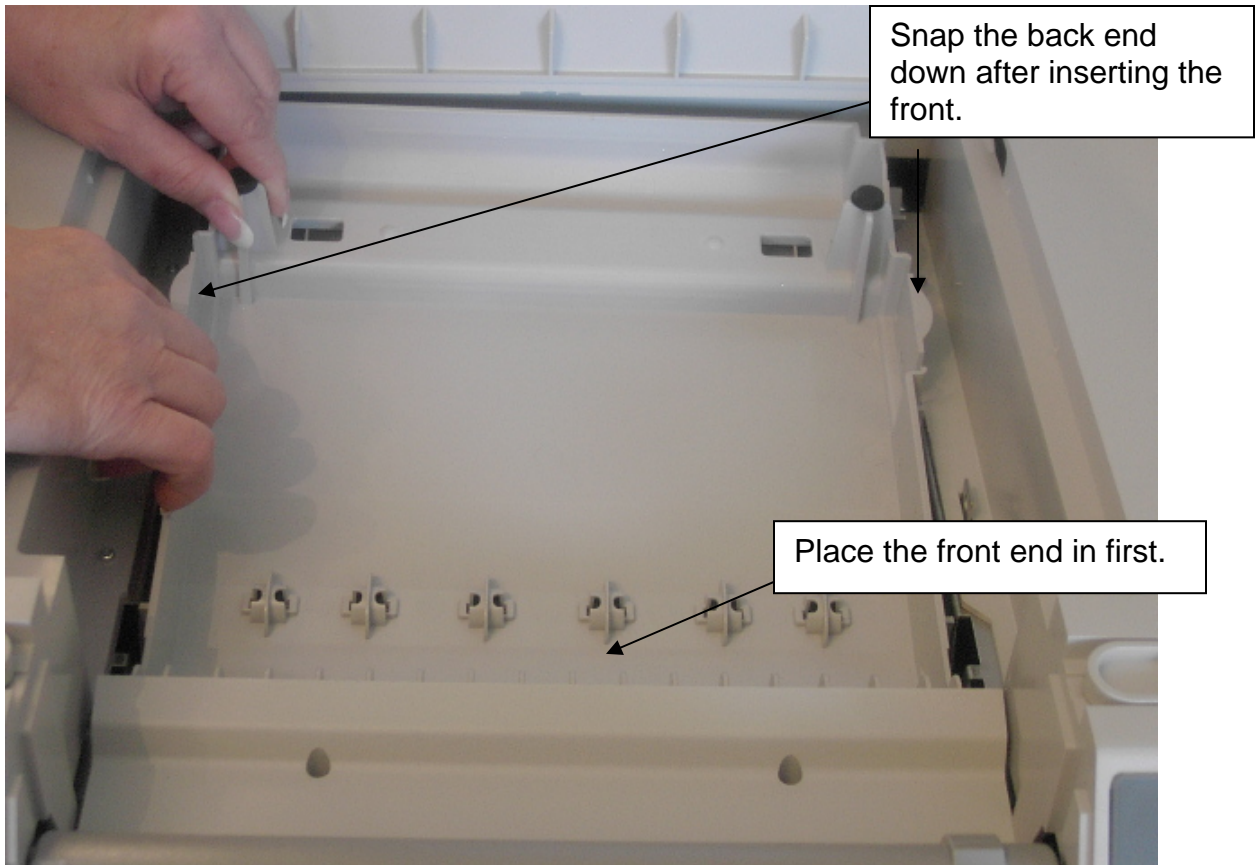
Locate the small rectangular window on the Top Cleanout opposite to where the coin was inserted. Insert your finger through the window and push out to release the Roller Guide. Repeat this process at the other end, taking care not to break the retaining pin.



Once the Reversible Roller Guide has been released it may be flipped over. The rollers must be up or hidden (inactive) when using ballots that are 15" in length or longer and down or exposed (active) when using ballots that are shorter than 15".



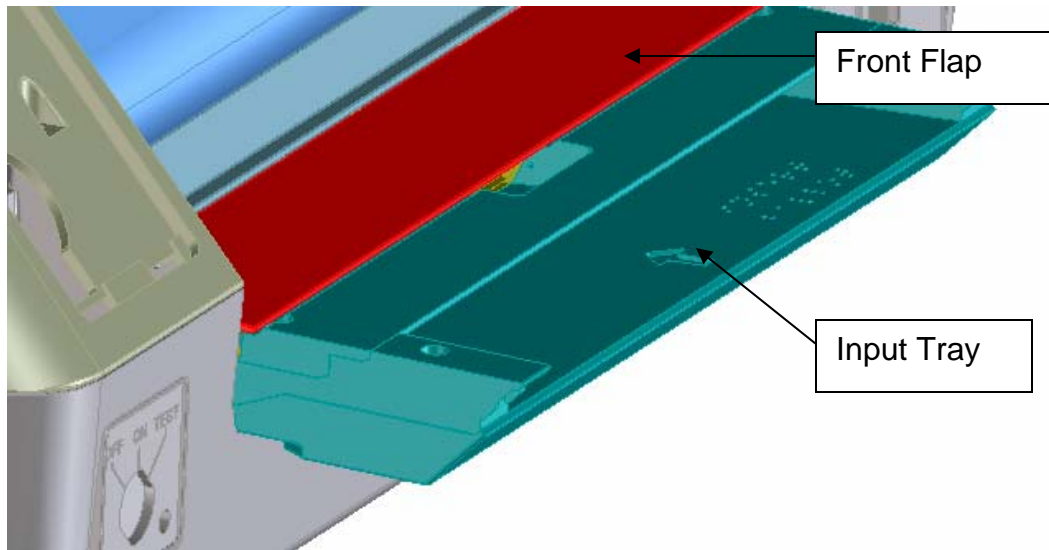
Reinstall the Roller Guide by pushing it in over the retaining pins; ensure that the left side of the Roller Guide is placed in the left side of the Top Cleanout.



Changing the Input Tray To Accommodate Different Ballot Widths

The Input Tray is where the voter inserts their ballot for printing and where the ballot will come from after the ballot has been fully printed. There are four (4) different sized *Input Tray* configurations, 3.75" (95.25mm), 6.72" (170.7mm), 8.5" (215.9mm) and 9.75" (247.65mm). The *Input Tray Assembly* consists of four (4) parts, the *Input Tray Top* (4 various sizes) and the *Input Tray Bottom, Bridge*, and the *flap - tray*. The *Input Tray Assembly* must be checked prior to each

election to ensure that it is properly configured to accommodate the width of the ballot that will be used.



The *Input Tray* is a modular design with a different *Input Tray Top* for each ballot width: 3.75" (95.25 mm), 6.5" (165.1mm), 8.5" (215.9mm), 9.75" (247.65mm).

The appropriate *Input Tray Top* must be selected and installed for each election based upon the ballot width to be used.

Required Tools

T10 Torx driver

Required Parts

Input Tray Bottom, Qty: 1

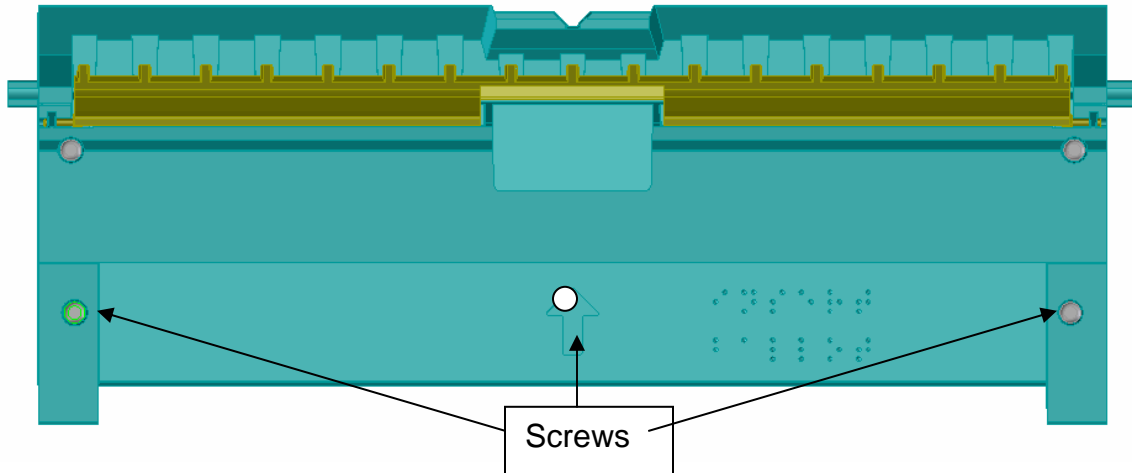
Input Tray Top (of desired width), Qty: 1

Bridge + Flap Assembly, Qty: 1

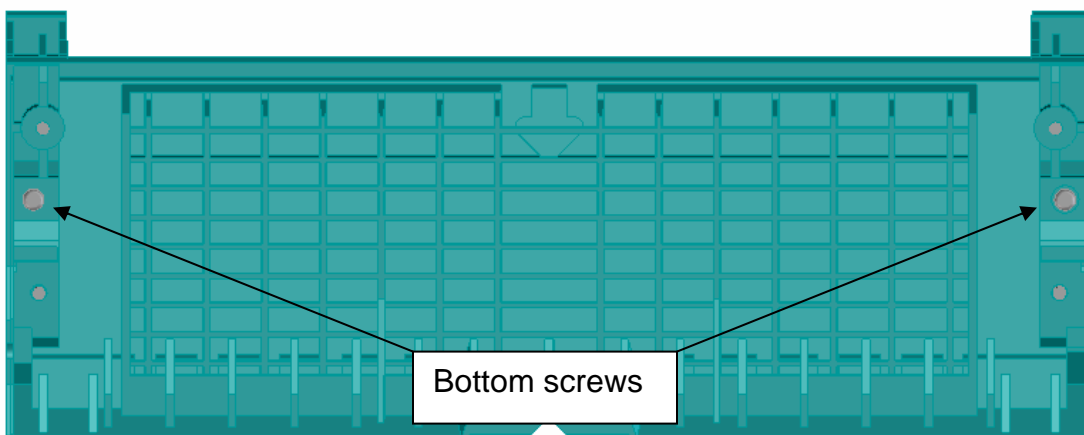
Procedure

The *Input Tray Assembly* is held together by five (5) M3 Pan Head Phillips Screws. Three (3) of the screws are accessed from the top of the tray and two (2) are accessed from the bottom of the tray top.

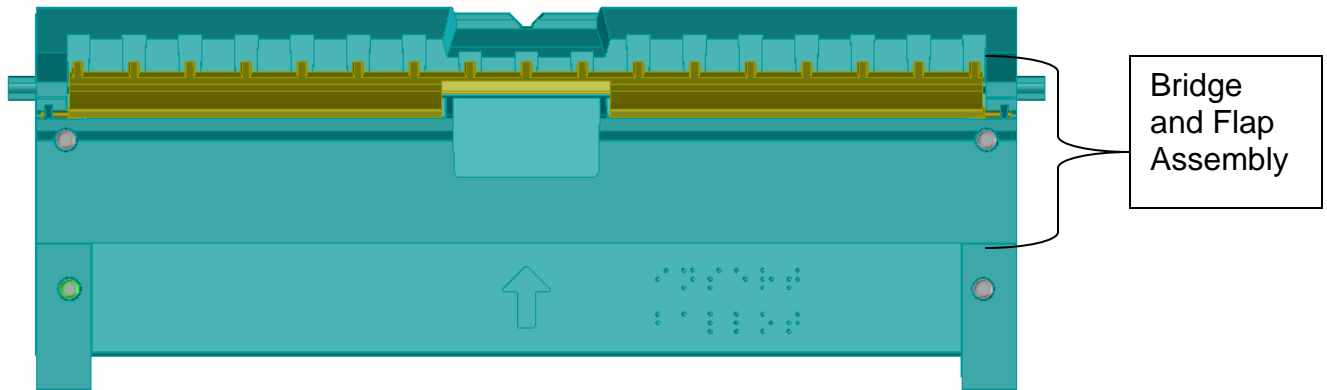
- 1) To access these screws the *Input Tray Assembly* must be placed in the active (down) position.



- 2) Once the *Input Tray* is placed in the active position, the three screws on the top of the tray can be removed. Once the three screws have been removed, the *Input Tray Top* can be detached from the *Input Tray*.
- 3) Flip the *Input Tray Top* over and remove the two bottom screws that secure it to the *Bridge and Flap* assembly.



- 4) Once the two bottom screws are removed, the *Bridge and Flap Assembly* should detach from the *Input Tray Top*. **Note:** The screws removed from the bottom are a different size from those removed from the top; do not mix them up.



- 5) Attach the *Bridge and Flap Assembly* to the appropriately sized *Input Tray Top*. The four plastic clips on the *Bridge and Flap Assembly* fit under the corresponding clips on the *Input Tray Top*. Once the plastic clips are properly in place, fasten the tray top to the assembly using the two bottom screws.
- 6) Lift the *Front Flap* of the AutoMark and reinstall the *Input Tray Top* on the *Input Tray*. The two projections that support the tray fit on top of the two ledges on the *Input Tray Top*. Once the tray top is properly positioned on the *Input Tray*, fasten together using the three top screws.

When properly reassembled, the *Front Flap* should be flush with the *Input Tray* and you should be able to move the *Input Tray* smoothly between the active and inactive positions.